

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 95-61

August 17, 1995

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Procedure Changes for Conducting Mail Ballot Election

This memorandum will advise you of certain changes in the procedure for conducting mail ballot elections. The changes involve elimination of current Form NLRB-4647 (the brown return envelope with perforated stub attached) and business reply mail and the revision and simplification of Form NLRB-4175, "Notice of Election of Representative and Instructions to Eligible Employees Voting by United States Mail."

You should have already received the replacement and revised materials. Form NLRB-4647 is replaced by two envelopes. The revised instructions to eligible employees indicate that the voter should mark his/her ballot and place it in the blue envelope provided in the election kit. After sealing the blue envelope, the voter is instructed to place it in a yellow envelope which is preaddressed for delivery to the Regional Office. The information previously contained on the stub on the Form NLRB-4647, including the signature block and a place for recording the key number, is preprinted on the back of the yellow envelope. Finally, the voter is instructed to sign the back of the yellow envelope where indicated, seal it and mail it immediately.

In addition to the preprinted address of the Regional Office, the yellow envelopes will contain a postal bar code representing the zip code of your office. Accordingly, Regions should not borrow stocks of these envelopes from adjacent Regions because the post office will route the envelopes to the office that coincides with the bar code. Further, when planning for a Regional Office move to an address involving a new zip code, Regions should coordinate with the Administrative Services Branch to obtain a new bar code.

The yellow envelopes do not provide for delivery as "Business Reply Mail." Therefore, before mailing election kits to voters, the yellow envelopes should be "pre-metered" with the correct first class postage. However, the meter should be set so that the mark will be **undated**.<sup>1</sup>

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<sup>1</sup> To set an undated imprint, (1) open the meter cover using the key. This will expose the date dials; (2) on the **left** side of the dials, find a blue lever; and

As previously noted, supplies of the blue and yellow envelopes and the revised instructions have been sent to each office. Upon receipt of these materials, stocks of the current brown envelopes and instruction sheets should be discarded and mail ballot elections should be conducted using the new envelopes and revised instructions.

If you have any questions regarding the foregoing, please contact Deputy to the Assistant General Counsel Richard Hardick or the Executive Secretary's Office.

B. A. B.

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(3) lift the lever. A note on the right side of the dials, reminds you that by placing the lever in the UP position, the date will be omitted from the imprint.